







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Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow court reporters to electronically file a DC-40, LIST OF ALLOWANCES.

The ELECTRONIC VOUCHER PAYMENT SYSTEM- COURT REPORTER USER GUIDE is designed for use by court reporters within the Commonwealth of Virginia. This guide is organized to give an overview of the system, with detailed instructions on how to complete functions using EVPS. It is intended to serve both as a training guide for those who are learning to use the computerized system and as a resource guide for those who have completed training and need follow-up instruction or assistance with problem solving.

EVPS is available 23/7, it is down for maintenance from 4:00 AM to 5:00 AM daily. While the system is available as noted, vouchers may only be submitted to the Court, Monday through Friday, 6:00 AM to 8:00 PM, and occasionally on Saturday.

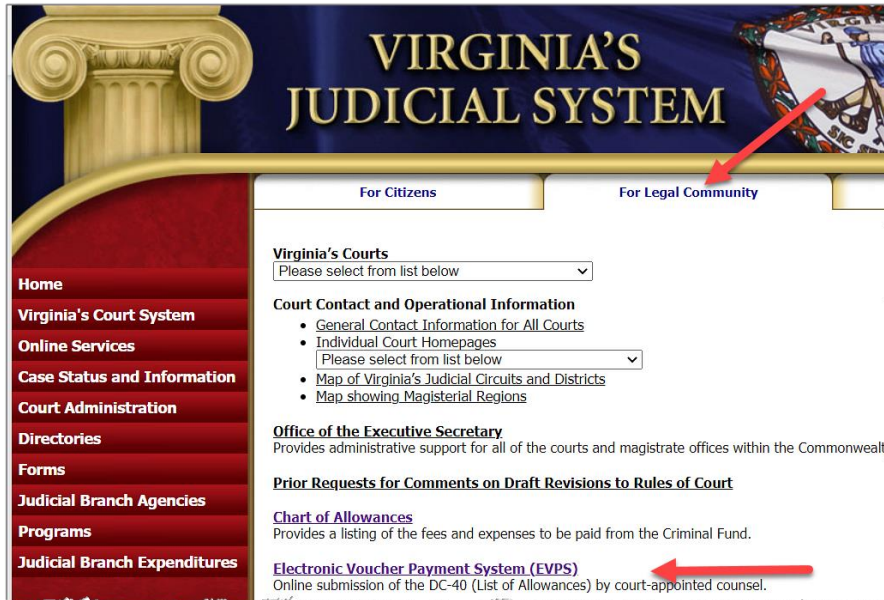
EVPS is supported by most internet browsers, such as Google Chrome (Best), Microsoft Edge, Bing, and Firefox; however, Internet Explorer is not supported.

Getting Help

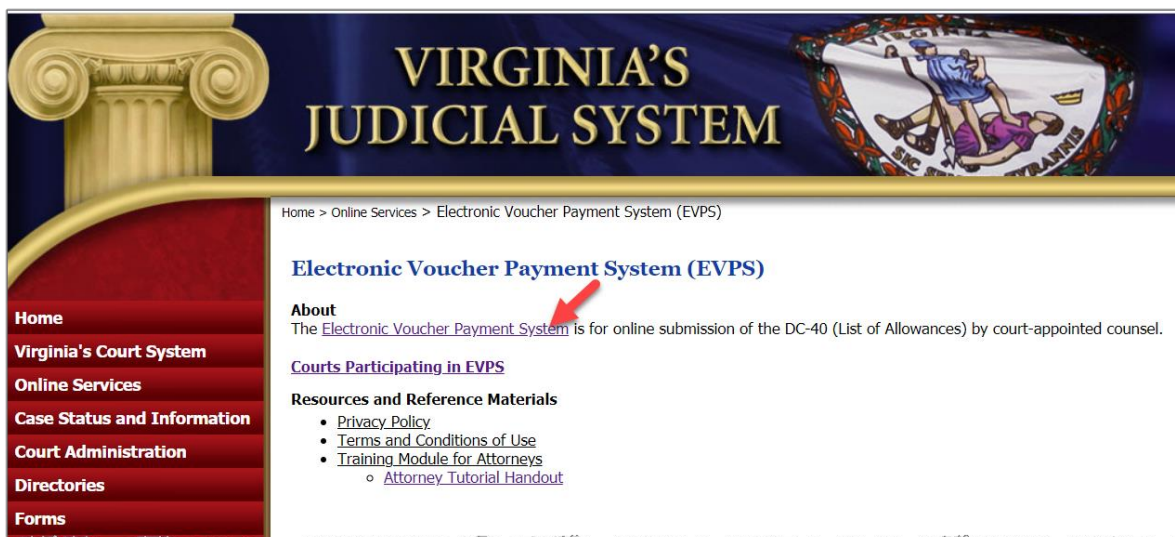
If the user does not get a satisfactory answer to their question or problem by reviewing this guide, which is also accessible through the *Help* icon located in the EVPS navigation bar, they should contact EVPS Support at evpssupport@vacourts.gov.

Registration

The Electronic Voucher Payment System can be found on the VA Courts website (vacourts.gov) under the *For Legal Community* tab.



On this page the user may click on the [Electronic Voucher Payment System](#) link and will then be taken to the registration/login page. Additionally, the user has access to the Court Reporter User Guide, as well as the Privacy Policy and Terms and Conditions of Use.



In order to create a new account within EVPS, the user must already be an active OES (Office of the Executive Secretary) vendor receiving payments for DC-40 vouchers. If the user is not an OES vendor, then they must contact the OES Accounts Payable Department at 804-225-3346 to complete the documentation needed to become an OES vendor.

To register/create a new account, the user will need to contact their local Clerk's Office to receive an OES (Office of the Executive Secretary) Identification Number.

The OES Identification Number will expire in 48 hours. If the OES Identification Number expires before completing account registration, the user will need to receive a new OES Identification Number from their local Clerk's Office.

1. The user will enter the Vendor F.I.N. or SSN, OES (Office of the Executive Secretary) Identification Number and select the *Sign Up* button.

Electronic Voucher Payment System

Registered Customers/ New Registration
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

Login
User Name
Enter your User Name
Password
Enter your Password
Login
[Forgot user name?](#) [Forgot password?](#)

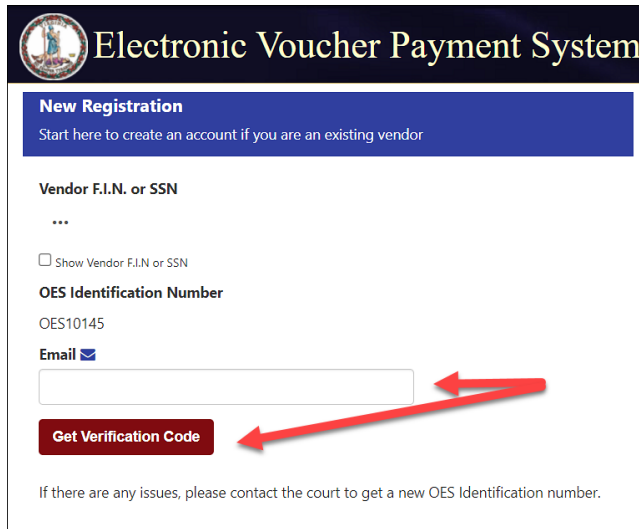
Create a new account
Vendor F.I.N. or SSN
Enter a valid Vendor F.I.N. or SSN
VSB Member Number/ OES Identification Number
Enter a valid VSB Member Number/ OES Identification Number
Sign Up **Reset Account**

Start claims submission as a guest
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

Have verification code from your email?
Enter the verification code that you may have received in your email to start with claims submission.

Track Claim status or continue with submission
Enter the Vendor Voucher Number to track claim status or continue with submission process.

- The user will enter their email address and select the *Get Verification Code* button.




Electronic Voucher Payment System

New Registration
Start here to create an account if you are an existing vendor

Vendor F.I.N. or SSN

☐ Show Vendor F.I.N. or SSN

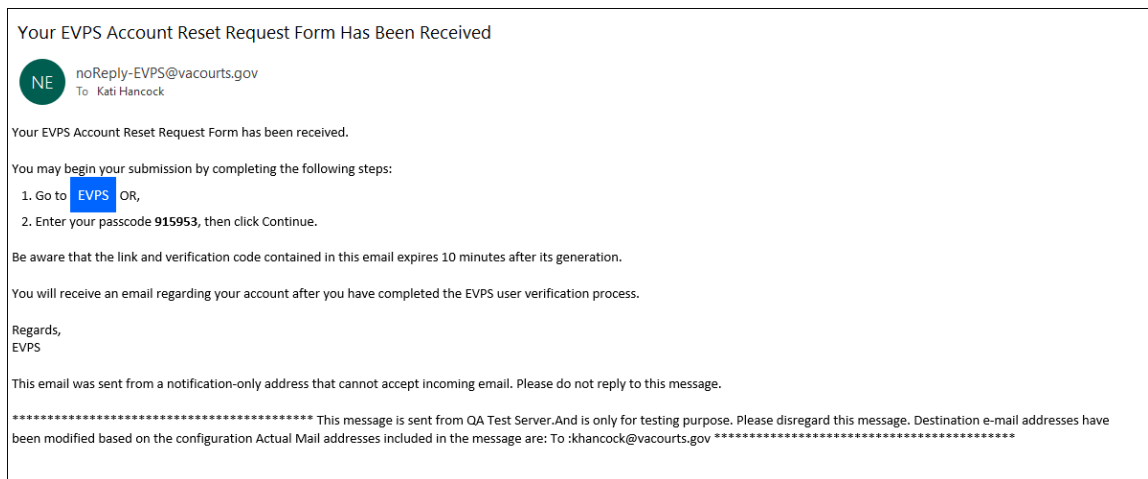
OES Identification Number
OES10145

Email 


Get Verification Code

If there are any issues, please contact the court to get a new OES Identification number.

- An email will be sent to the user with a verification code. The email will be from *noReply-EVPS@vacourts.gov*.



Your EVPS Account Reset Request Form Has Been Received

 noReply-EVPS@vacourts.gov
To: Kati Hancock

Your EVPS Account Reset Request Form has been received.

You may begin your submission by completing the following steps:

- Go to [EVPS](#) OR,
- Enter your passcode **915953**, then click Continue.

Be aware that the link and verification code contained in this email expires 10 minutes after its generation.

You will receive an email regarding your account after you have completed the EVPS user verification process.

Regards,
EVPS

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

***** This message is sent from QA Test Server. And is only for testing purpose. Please disregard this message. Destination e-mail addresses have been modified based on the configuration Actual Mail addresses included in the message are: To :khancock@vacourts.gov *****

4. The user will enter their verification code and select the *Continue* button.

5. The user will create an EVPS user ID and an EVPS user password.

6. The user will select and answer three security questions.

Electronic Voucher Payment System

Select Security Questions and Answers

* Question 1: Select [dropdown] [text input]

* Question 2: Select [dropdown] [text input]

* Question 3: Select [dropdown] [text input]

* Required Fields

Save & Continue

Before registration is complete, the user will need to accept the *Electronic Voucher Payment System Terms and Conditions of Use (End User License Agreement)*.

Note: Once the user's account is created, an email will be sent with their OES Identification Number. The user should retain this email for future reference.

How EVPS is Organized

Accessing EVPS

Logging in to EVPS for the First Time

Once logged in, the user's personal information and voucher preferences will need to be completed. This information may be edited for voucher purposes at any time, as necessary.

Note: The user has the option to add more vendors, by selecting the *Add New Voucher Preference +* or delete vendors as needed.

Log in EVPS

Registered users will sign in using their User Name (not case sensitive) and Password provided upon completion of the registration portion of the system.

If you are a registered user and do not remember your user name or password, please use the *Forgot user name?* or *Forgot password?* to have your user name or password emailed to you. For more details, please see the "Forgot User Name?" and "Forgot Password?" sections within this user guide.

Dashboard

The dashboard includes all of the user's current vouchers with their reflected status. The user may click on any voucher number, and the voucher details will appear for editing or review.



Voucher Number	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
161J - WHOVILLE J & DR DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWEEL COUNTY CIRCUIT COURT >					
185G - TAZEWEEL ON ESATEST >					
200G - TEST COURT GEN DIS v					
20-254694		Dec 2, 2020, 11:28:05 AM	\$0.00		Draft 
20-254670	Dec 2, 2020, 11:25:50 AM	Dec 2, 2020, 12:05:11 PM	\$240.00	\$240.00	Sent to OES 
■ HANCOCK JJ0620140100					
710C - NORFOLK CIRCUIT COURT >					

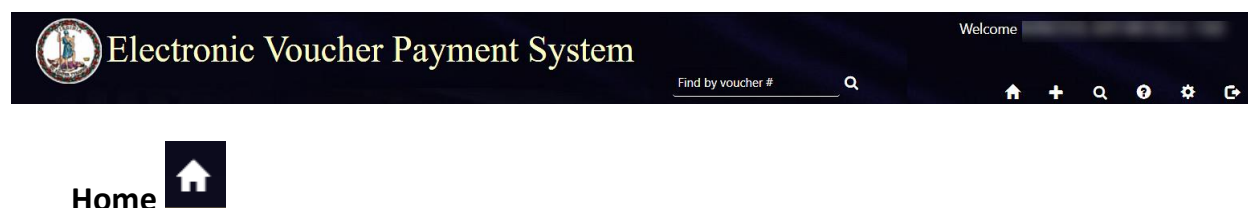
Home | Virginia's Court System | Privacy Policy | Video Tutorials | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us
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Vouchers will automatically be removed from the dashboard 30 days after their status has changed to *Processed by OES*. Vouchers are never deleted in EVPS, the user will be able to use the search feature to search for any and all vouchers submitted through EVPS. For more details, see the *Search* section within this user guide.

Note: The user may delete, recall or print the voucher from the dashboard. For more details, see the *Delete Voucher*, *Recall Voucher* and *Print Voucher* sections within this user guide.

Navigation Bar

The navigation bar is found on the right side of the home screen.



The *Home* icon will take the user to the home screen at any time. When selecting this icon, the home screen will also be refreshed.

Start New Voucher

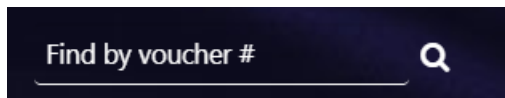
The plus icon will allow the user to start a new voucher. Additionally, the user may select the plus icon in the lower right corner. 

Search

The *Search* icon will allow the user to search for cases based on any of the following criteria:

- Court Type/Court Name
- Voucher Number
- Case number (Only applicable for District Court vouchers)
- Voucher Status
- Trial/Service Date (Only applicable for District Court vouchers)
- Submitted Date from/to

Additionally, the user may search by voucher number on the home screen.



Help

The *Help* icon will provide direct access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-COURT REPORTER USER GUIDE. The user may also access the *Frequently Asked Questions*, *Privacy Policy*, and *Terms and Conditions of Use*. If the user requires additional assistance, they should contact EVPS Support at evpssupport@vacourts.gov.

Settings

The *Settings* icon will allow the user to view or update any of the account information to include:

- Personal Information – The user’s personal information may be edited for voucher purposes at any time necessary. This information is not displayed on the voucher.
- Change password – The user may change their password at any time.
- Modify Security Questions – The user may modify their security questions at any time.
- Voucher Preferences – The user may update, delete and/or add new vendors at any time.

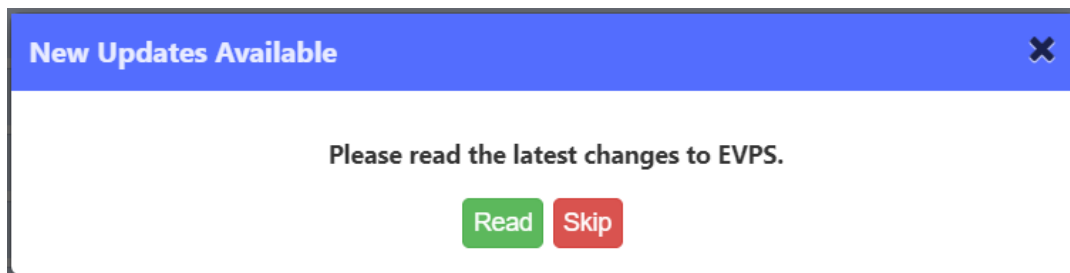
Note: For those companies with multiple addresses, an optional, *Suffix Number* field may be completed under the *Voucher Preferences* section. Any questions regarding a suffix number, contact the OES Accounts Payable Department at 804-225-3346.

Logout

The *Logout* icon will allow the user to securely log off EVPS.

Notification of EVPS Updates

When updates have been made to EVPS, the user will be notified upon login. The below pop-up will appear.



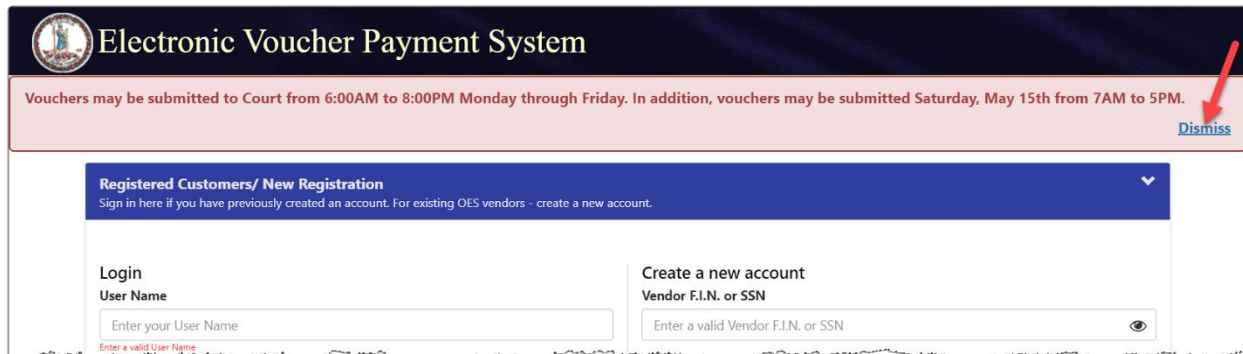
The user may select *Read*, and a listing of the new updates will be displayed.

Note: The pop-up will display for three logins unless the user selects *Read*.

Message Alerts

EVPS Admin may add a message on the EVPS login page for all users to view. This message will display any upcoming system maintenance dates or dates that the system will/will not be available. For instance, until EVPS is available 24/7, EVPS Admin will notify users of any Saturdays in which EVPS is available.

The user will have the option to *Dismiss* the message.



Electronic Voucher Payment System

Vouchers may be submitted to Court from 6:00AM to 8:00PM Monday through Friday. In addition, vouchers may be submitted Saturday, May 15th from 7AM to 5PM. [Dismiss](#)

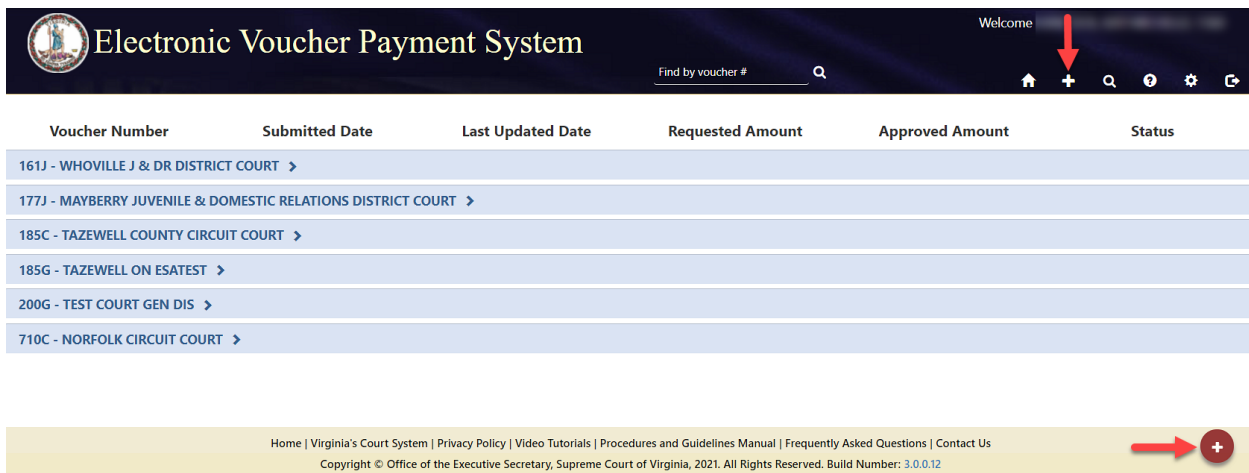
Registered Customers/ New Registration
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

Login
User Name
Enter your User Name

Create a new account
Vendor F.I.N. or SSN
Enter a valid Vendor F.I.N. or SSN

How to Start a Voucher

To start a voucher, the user may either select the plus icon in the upper right corner or the plus icon in the lower right corner.



Electronic Voucher Payment System

Welcome

Find by voucher #

Home + Search Help Settings Logout

Voucher Number	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
161J - WHOVILLE J & DR DISTRICT COURT					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT					
185C - TAZEWEILL COUNTY CIRCUIT COURT					
185G - TAZEWEILL ON ESATEST					
200G - TEST COURT GEN DIS					
710C - NORFOLK CIRCUIT COURT					

Home | Virginia's Court System | Privacy Policy | Video Tutorials | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us
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The user will need to review and complete the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections.

Electronic Voucher Payment System

VENDOR INFORMATION

111 - Court Reporter LLC

Vendor F.I.N. or SSN: 111(VND0000056458)

Vendor Voucher Number: 21-255500

OES Identification Number: OES10132

Vendor Reference (Optional):

PAY TO THE ORDER OF

Payee Name: Court Reporter LLC

Vendor Name: HANCOCK, KATI MICHELLE

Address Line 1: 2316 Help Lane

Address Line 2:

City: Richmond

State: Va

Zip Code: 23219

COURT INFORMATION

Court Type: Select a Court Type

Court Name: Select Court

Continue

- *Vendor Information* includes the Vendor F.I.N. or SSN, OES Identification Number, Vendor Voucher Number, and Vendor Reference.
- The *Vendor Reference* is an optional field. This information will be printed on the check stub. Do not use any characters other than numbers or letters in this field.

Note: If the user has more than one Vendor added on their account, make sure the correct Vendor is selected from the drop-down.

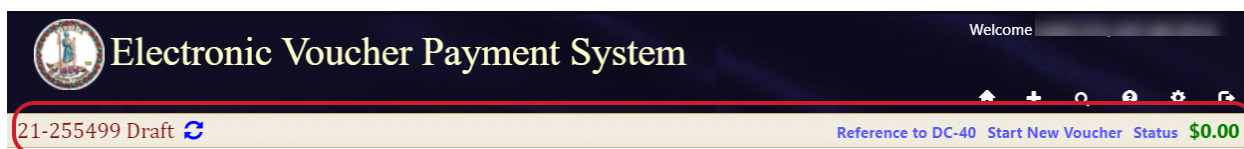
- *Pay To The Order Of*, should display how the check should be written and requires an entry, including address.
- *Court Information* includes *Court Type* which requires the user to select the level of court, for example Circuit, Combined or General District, or J&DR; *COURT NAME* which requires the user to select the name of the locality that the case was heard.

Note: A J&DR Court that is a Combined Court will be listed under *Combined or General District Court*, not *J&DR Court*.

Voucher Details

Every voucher will have the navigation bar, a banner bar, and a voucher header. Additionally, Circuit Court vouchers will be different than District Court vouchers. For more details, see the *Circuit Court Voucher* and *District Court Voucher* sections within this user guide.

Banner Bar



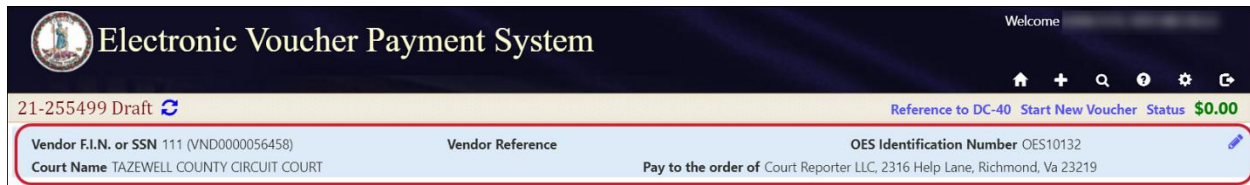
Displayed on the left side of the banner bar:



- Vendor Voucher Number
- Status of the current voucher
- Refresh icon

Displayed on the right side on the banner bar:

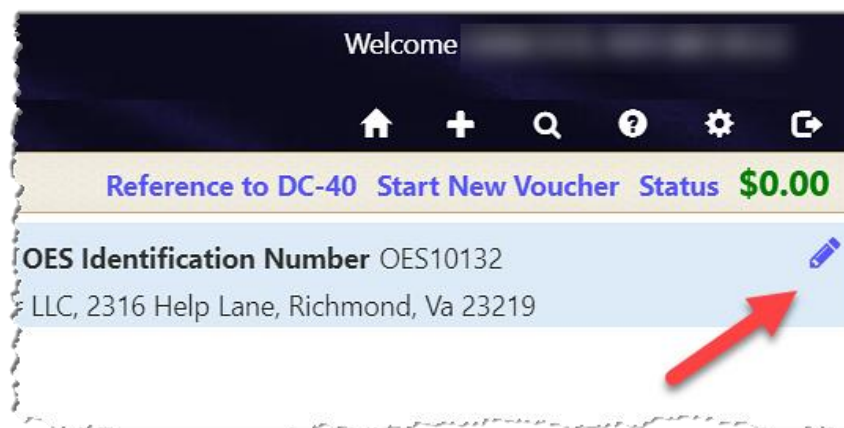
- *Reference to DC-40*, when selected a blank, readable DC-40 will appear. This DC-40 is for reference and viewing purposes only.
- *Start New Voucher*, when selected will allow the user to start a new voucher. The current voucher will not automatically be saved.
- *Status*, when selected will display a detailed summary of the status thus far.
- At the end of the banner bar, the total amount for the voucher will be displayed.








Voucher Header



21-255499 Draft 		Reference to DC-40 Start New Voucher Status \$0.00	
Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor Reference	OES Identification Number OES10132 	
Court Name TAZEWELL COUNTY CIRCUIT COURT		Pay to the order of Court Reporter LLC, 2316 Help Lane, Richmond, Va 23219	

The voucher header lists the *Vendor F.I.N. or SSN*, *Vendor Reference* (if applicable), *OES Identification Number*, *Court Name*, and *Pay to the order of*. If needed, the user may edit these fields by selecting the edit icon.



Welcome	
     	
Reference to DC-40 Start New Voucher Status \$0.00	
OES Identification Number OES10132	
LLC, 2316 Help Lane, Richmond, Va 23219	

Circuit Court Voucher

Circuit Court vouchers have three sections, *Voucher Information*, *Transcript Invoices*, and *Attachments*.

Electronic Voucher Payment System

21-255500 Draft [Reference to DC-40](#) [Start New Voucher](#) Status **\$0.00**

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference OES Identification Number OES10132

Court Name TAZEWELL COUNTY CIRCUIT COURT Pay to the order of Court Reporter LLC, 2316 Help Lane, Richmond, Va 23219

VOUCHER INFORMATION

Number of Defendants * Total Appearance Fee \$

TRANSCRIPT INVOICES

Please enter case number, transcript fee and attach the transcript invoice using the [📎](#) icon.

Case Number	Transcript Fee
<input type="text" value=""/>	<input type="text" value="\$0.00"/>
+	<input type="text" value="\$0.00"/>

ATTACHMENTS

Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

Total appearance fee claimed \$ 0.00
 Total transcript fee claimed \$ 0.00
 Total amount claimed \$ 0.00

☐ I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

[Delete Voucher](#) [Save As Draft](#) [Send Voucher To Court](#)

Voucher Information

The user will enter the *Number of Defendants* and the *Total Appearance Fee* (Do not include any transcript fees).

Note: The *Number of Defendants* field is required for voucher submission.

Transcript Invoices

The user will enter transcript invoice information in this section, if applicable. The case number, transcript fee, and the transcript invoice are required.

The case number will be verified with the Court's Case Management System. If the case number is a valid case number, the user will receive a green check mark.

TRANSCRIPT INVOICES
Please enter case number, transcript fee and attach the transcript invoice using the icon.

Case Number	Transcript Fee
CR2100000500	\$0.00
	\$0.00

Invoice attachment required.
Transcript fee required.

If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.

TRANSCRIPT INVOICES
Please enter case number, transcript fee and attach the transcript invoice using the icon.

Case Number	Transcript Fee
CR2100000508	\$0.00
	\$0.00

Invalid case number.

The user may add up to 10 case numbers for transcript payment, per voucher.

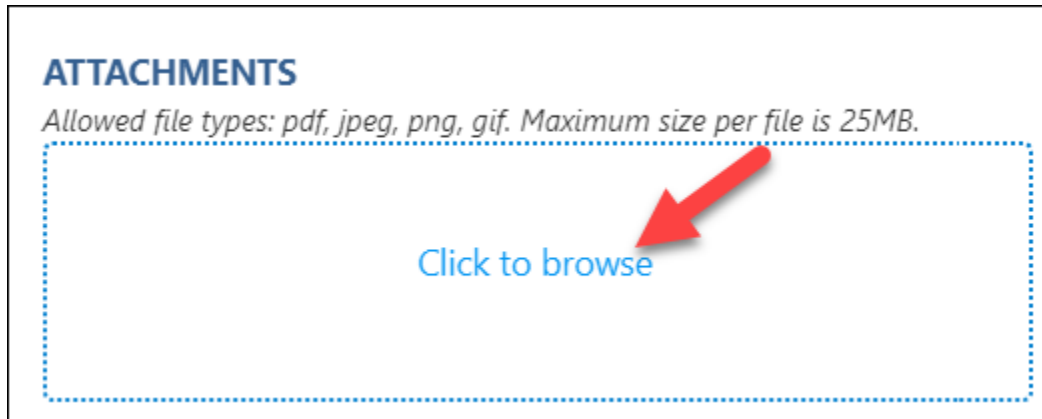
Note: The transcript fee invoice must be attached in the *Transcript Invoices* section by using the paperclip icon, not in the *Attachments* section.

Special Note: Transcripts are not to be attached to the voucher.

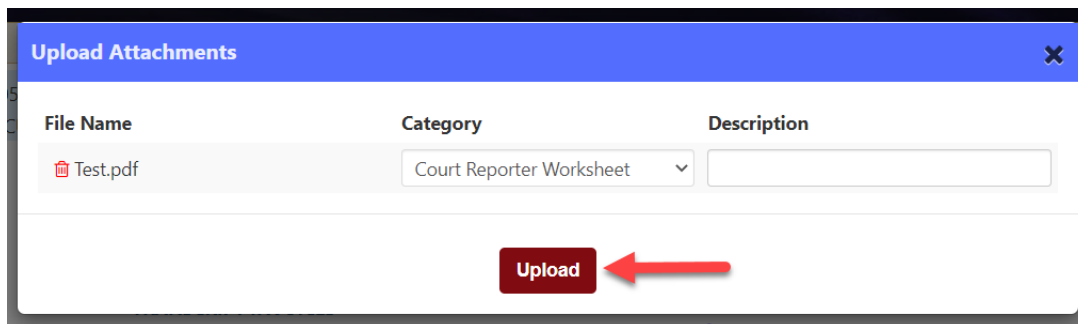
Attachments

The user is required to attach their *Court Reporter Worksheets* under the *Attachments* section. EVPS allows PDF, JPEG, PNG, and GIF file attachments only, and the maximum size per file is 25MB.

The user will need to select, *Click to Browse*, and select their document they want to attach.



Once the user has selected their document, *Court Reporter Worksheet* will default as the category. The *Description* field is optional. The user will need to select the *Upload* button in order to successfully upload their document.



Note: The user may select a different category from the drop-down list; however, EVPS will require at least one of the user's attachments to be the *Court Reporter Worksheet*.

Voucher Summary

The voucher will display the Total appearance fee claimed, Total transcript fee claimed, and Total amount claimed.

Total appearance fee claimed \$ 0.00

Total transcript fee claimed \$ 0.00

Total amount claimed \$ 0.00

☐ I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher **Save As Draft** **Send Voucher To Court**

The user will be required to check, “I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.” in order for voucher submission.

Delete Voucher

The user may delete their voucher by selecting the *Delete Voucher* button.

The user has the option to delete their voucher from the dashboard; however, the voucher must have a *Draft* or *Rejected by Court* status.

Voucher Number	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWell COUNTY CIRCUIT COURT v					
21-255499		Sep 7, 2021, 7:39:04 PM	\$0.00		Draft
21-255280	Jun 15, 2021, 12:11:17 PM	Sep 1, 2021, 5:08:47 PM	\$600.00		Sent to Court
21-255401	Sep 1, 2021, 4:05:25 PM	Sep 7, 2021, 3:23:07 PM	\$23,232.32		Sent to Court
21-255471	Sep 1, 2021, 5:17:05 PM	Sep 7, 2021, 3:22:05 PM	\$500.00		Sent to Court
21-255481	Sep 3, 2021, 9:50:59 PM	Sep 6, 2021, 6:05:57 AM	\$110.00	\$110.00	Sent to OES
21-255477	Sep 7, 2021, 3:23:53 PM	Sep 7, 2021, 4:05:12 PM	\$600.00	\$600.00	Sent to OES
21-255500	Sep 7, 2021, 9:13:46 PM	Sep 7, 2021, 9:13:46 PM	\$100.00		Sent to Court
185G - TAZEWell ON ESATEST >					

Save As Draft

The user may select the *Save as Draft* button if they want to save and continue later.

Send Voucher to Court

Once the user has completed their voucher and they are ready to submit, select the *Send Voucher to Court* button.

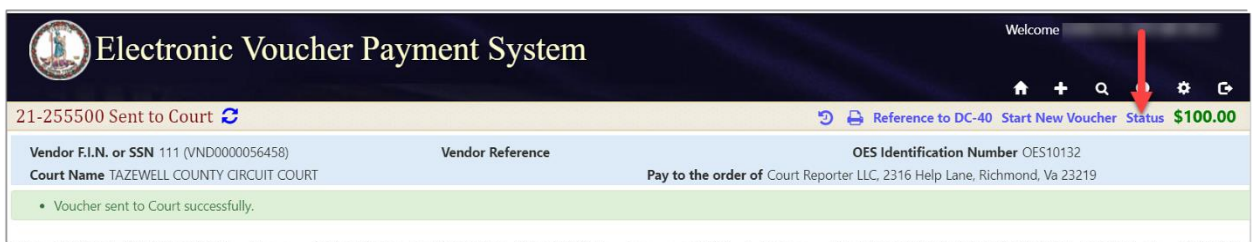
If the voucher has been successfully sent to the Court, the user will receive a “Voucher sent to Court successfully” message.



Note: The user will receive an email if the Court rejects their voucher. A rejection reason will be given to the user.

Status

The user is able to view an up-to-date timeline for the stage of each voucher in the *Status* section.



At a glance the user can track where the voucher is during the approval and payment process.

Electronic Voucher Payment System

21-255500 Sent to Court

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference
Court Name TAZEWELL COUNTY CIRCUIT COURT

View Details

STATUS

Sep 7, 2021, 9:13:46 PM Voucher has been sent to Court.
By HANCOCK, KATI MICHELLE

Sep 7, 2021, 7:51:56 PM Voucher Drafted.
By HANCOCK, KATI MICHELLE

TRACKING
Vendor Signature: /S/ HANCOCK, KATI MICHELLE (Sep 7, 2021, 9:13:46 PM)

The user may click on the dotted line to extend the timeline.

Note: The user may select the *View Details* button to go back to the voucher.

District Court Voucher

District Court vouchers have three sections, *Voucher Information*, *Attachments* and *Summary For This Charge*.

Electronic Voucher Payment System

21-255501 Draft

Allowances Code \$ 19.2-166 Amount \$0.00

Add Case Number

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference
Court Name MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT Pay to the order of Court Reporter LLC, 2316 Help Lane, Richmond, Va 23219

OES Identification Number OES10132

VOUCHER INFORMATION

Case Number * Defendant's Name * Trial/ Service Date *

Appearance Fee \$0.00 Transcript Fee (if applicable) \$0.00

ATTACHMENTS
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

SUMMARY FOR THIS CHARGE

Appearance fee claimed \$	0.00
Transcript fee claimed \$	0.00
Total amount claimed \$	0.00


☐ I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher Save As Draft Send Voucher To Court

Voucher Information

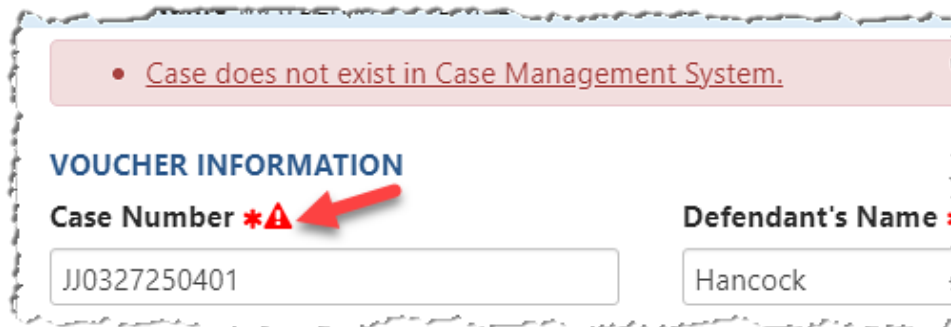
The user will be required to enter the *Case Number*, *Defendant's Name*, and *Trial/Service Date*. Additionally, the user will enter an appearance fee and/or a transcript fee, if applicable.

The case number will be verified with the Court's Case Management System. If the case number is a valid case number, the user will receive a green check mark.



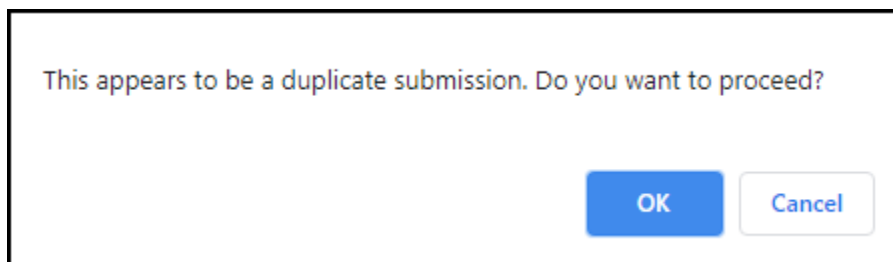
The screenshot shows a form titled "VOUCHER INFORMATION". Below the title, the label "Case Number" is followed by a red asterisk and a green checkmark. A red arrow points to the green checkmark. Below the label is a text input field containing the value "JJ0327250400".

If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.



The screenshot shows a form titled "VOUCHER INFORMATION". At the top, a red message box contains the text "Case does not exist in Case Management System." Below this, the label "Case Number" is followed by a red asterisk and a red triangle. A red arrow points to the red triangle. Below the label is a text input field containing the value "JJ0327250401". To the right of the Case Number field, the label "Defendant's Name" is followed by a red asterisk. Below this label is a text input field containing the value "Hancock".

If the user has previously, electronically submitted on the case number, a duplicate submission pop-up message will appear.



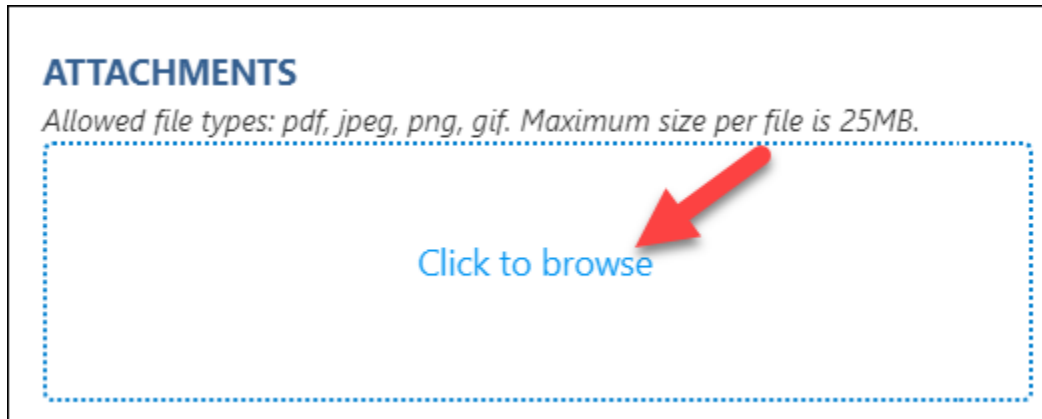
The screenshot shows a pop-up message box with the text "This appears to be a duplicate submission. Do you want to proceed?". At the bottom right of the box are two buttons: "OK" and "Cancel".

If *OK* is selected, the case number will be validated by the Court's Case Management System. If *Cancel* is selected, the case number will not be validated.

Attachments

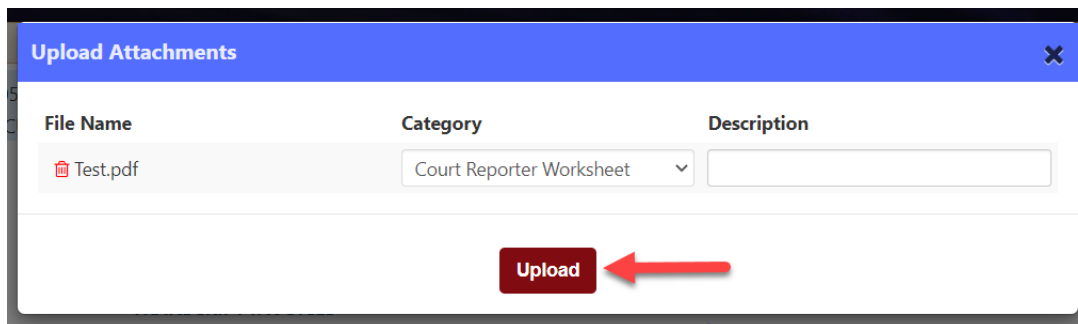
The user is required to attach their *Court Reporter Worksheets* and a court order under the *Attachments* section. EVPS allows PDF, JPEG, PNG, and GIF file attachments only, and the maximum size per file is 25MB.

The user will need to select, *Click to Browse*, and select their document they want to attach.



Once the user has selected their document, *Court Reporter Worksheet* will default as the category. The *Description* field is optional.

The user will need to select the *Upload* button in order to successfully upload their document.



Note: The user, when attaching the court order will need to select *Court Order* as their *Category*. The *Description* field is optional.

Summary for this Charge

The *Summary for this Charge* section will display the Appearance fee claimed, Transcript fee claimed, and Total amount claimed per case number.

SUMMARY FOR THIS CHARGE

Appearance fee claimed \$	100.00
Transcript fee claimed \$	0.00
Total amount claimed \$	100.00

☐ I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.





Delete Voucher
Save As Draft
Send Voucher To Court

The user will be required to check, "I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received." in order for voucher submission.

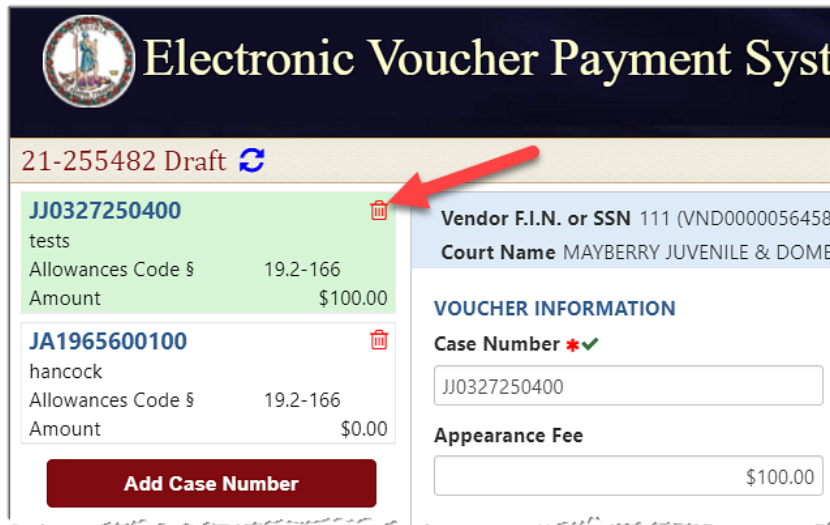
Delete Voucher

The user may delete their voucher by selecting the *Delete Voucher* button.

The user has the option to delete their voucher from the dashboard; however, the voucher must have a *Draft* or *Rejected by Court* status.


Electronic Voucher Payment System					
Welcome					
Find by voucher #					
Voucher Number	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWEEL COUNTY CIRCUIT COURT v					
21-255499		Sep 7, 2021, 7:39:04 PM	\$0.00		Draft 
21-255280	Jun 15, 2021, 12:11:17 PM	Sep 1, 2021, 5:08:47 PM	\$600.00		Sent to Court  
21-255401	Sep 1, 2021, 4:05:25 PM	Sep 7, 2021, 3:23:07 PM	\$23,232.32		Sent to Court  
21-255471	Sep 1, 2021, 5:17:05 PM	Sep 7, 2021, 3:22:05 PM	\$500.00		Sent to Court  
21-255481	Sep 3, 2021, 9:50:59 PM	Sep 6, 2021, 6:05:57 AM	\$110.00	\$110.00	Sent to OES  
21-255477	Sep 7, 2021, 3:23:53 PM	Sep 7, 2021, 4:05:12 PM	\$600.00	\$600.00	Sent to OES  
21-255500	Sep 7, 2021, 9:13:46 PM	Sep 7, 2021, 9:13:46 PM	\$100.00		Sent to Court  
185G - TAZEWEEL ON ESATEST >					


Note: To delete a case number, not the voucher, the user may select the red, trash can icon.



Electronic Voucher Payment System

21-255482 Draft ↻

JJ0327250400		Vendor F.I.N. or SSN 111 (VND0000056458)
tests		Court Name MAYBERRY JUVENILE & DOMESTIC
Allowances Code § 19.2-166		
Amount \$100.00		

JA1965600100	
hancock	
Allowances Code § 19.2-166	
Amount \$0.00	

Add Case Number

VOUCHER INFORMATION

Case Number *✓
JJ0327250400

Appearance Fee
\$100.00


Save As Draft

The user may select the *Save as Draft* button if they want to save and continue later, if the user adds a case number.

Send Voucher to Court

Once the user has completed their voucher and they are ready to submit, select the *Send Voucher to Court* button.

If the voucher has been successfully sent to the Court, the user will receive a “Voucher sent to Court successfully.” message.



Electronic Voucher Payment System

21-255500 Sent to Court ↻

Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor
Court Name TAZEWELL COUNTY CIRCUIT COURT	

• Voucher sent to Court successfully.

Note: The user will receive an email if the Court rejects their voucher. A rejection reason will be given to the user.

Add a Case Number

The user may enter up to 10 cases per voucher. In order to add a case number, the user needs to save their voucher by selecting the *Save as Draft* button. A message will then appear, "Voucher updated successfully." Once the message appears, the user may then select the *Add Case Number* button.

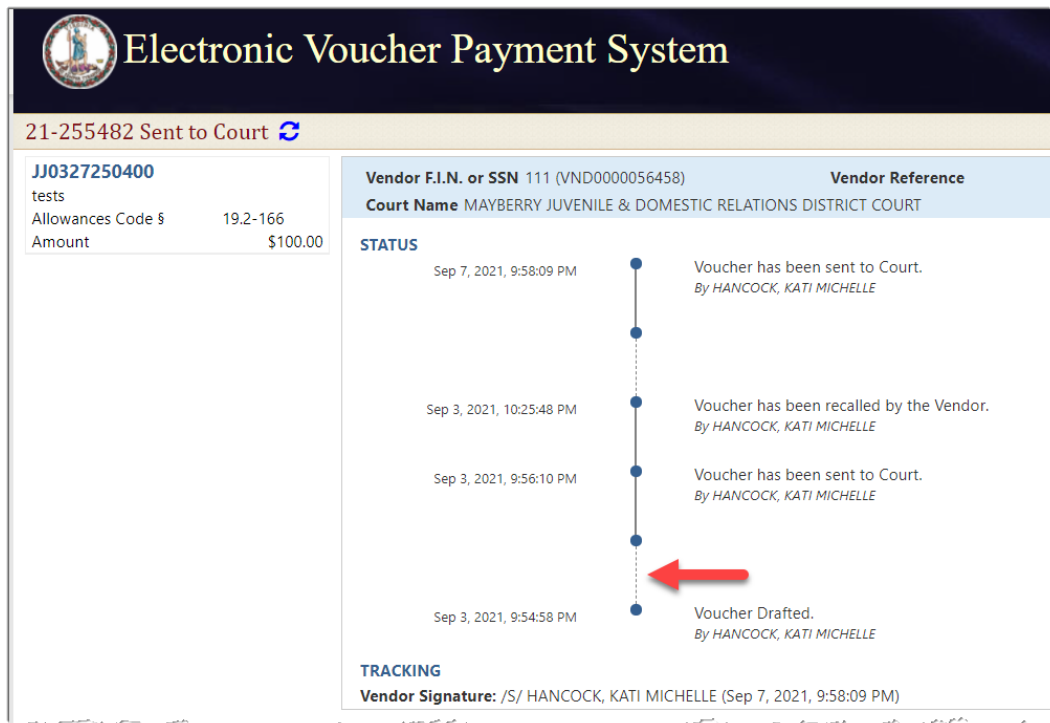
The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, it says '21-255482 Draft'. Below this, there's a green box with the voucher ID 'JJ0327250400' and a trash icon. To the right, it shows 'Vendor F.I.N. or SSN 111 (VND0000056458)' and 'Court Name MAYBERRY JUVENILE & DOMESTIC'. A green message box says 'Voucher updated successfully.' Below this, there's a 'VOUCHER INFORMATION' section with 'Case Number' and a red star icon, followed by a text input field containing 'JJ0327250400'. A red arrow points to a red button labeled 'Add Case Number'.

Status

The user is able to view an up-to-date timeline for the stage of each voucher in the *Status* section.

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, it says '21-255482 Sent to Court'. Below this, there's a green box with the voucher ID 'JJ0327250400' and a trash icon. To the right, it shows 'Vendor F.I.N. or SSN 111 (VND0000056458)' and 'Court Name MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT'. A green message box says 'Voucher sent to Court successfully.' Below this, there's a 'VOUCHER INFORMATION' section with 'Case Number' and a red star icon, followed by a text input field containing 'JJ0327250400'. A red arrow points to the 'Status' tab in the top navigation bar, which is highlighted in green.


At a glance the user can track where the voucher is during the approval and payment process.



The user may click on the dotted line to extend the timeline.


Note: The user may select the case number on the left column to go back to the voucher details.

Recall Voucher

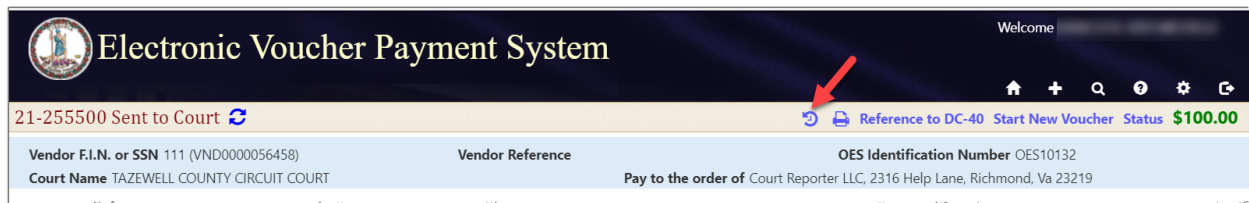
A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court* or *Resubmitted to Court*.



The recall icon can be found on the dashboard to the left of the print icon.



Voucher Number	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWEEL COUNTY CIRCUIT COURT v					
21-255499		Sep 7, 2021, 7:39:04 PM	\$0.00		Draft 
21-255280	Jun 15, 2021, 12:11:17 PM	Sep 1, 2021, 5:08:47 PM	\$600.00		Sent to Court 
21-255401	Sep 1, 2021, 4:05:25 PM	Sep 7, 2021, 3:23:07 PM	\$23,232.32		Sent to Court 
21-255471	Sep 1, 2021, 5:17:05 PM	Sep 7, 2021, 3:22:05 PM	\$500.00		Sent to Court 
21-255481	Sep 3, 2021, 9:50:59 PM	Sep 6, 2021, 6:05:57 AM	\$110.00	\$110.00	Sent to OES 
21-255477	Sep 7, 2021, 3:23:53 PM	Sep 7, 2021, 4:05:12 PM	\$600.00	\$600.00	Sent to OES 
21-255500	Sep 7, 2021, 9:13:46 PM	Sep 7, 2021, 9:13:46 PM	\$100.00		Sent to Court 
185G - TAZEWEEL ON ESATEST >					

The recall icon can also be found on the voucher, itself.

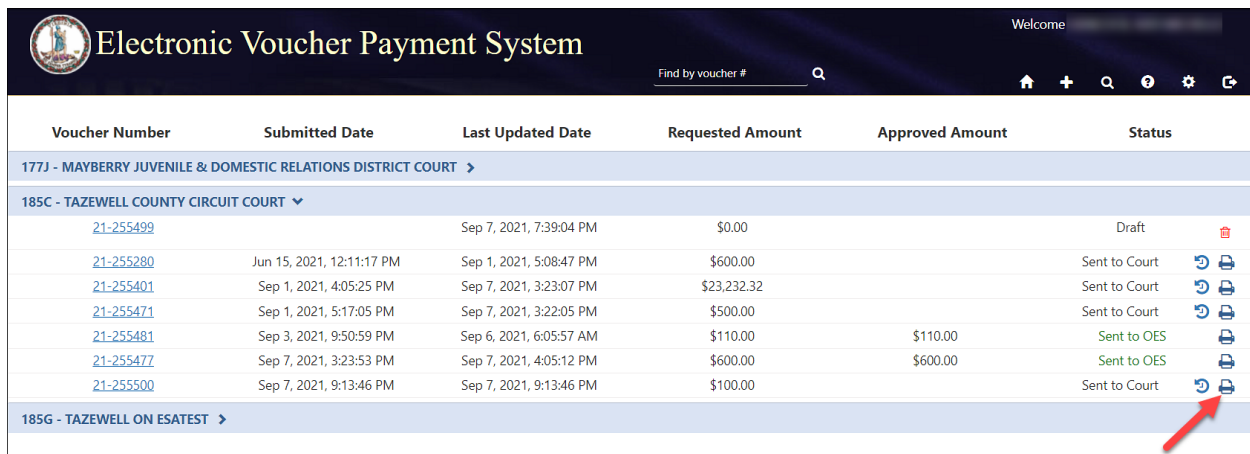


Electronic Voucher Payment System		Welcome	
21-255500 Sent to Court 		 Reference to DC-40 Start New Voucher Status \$100.00	
Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor Reference	OES Identification Number OES10132	
Court Name TAZEWEEL COUNTY CIRCUIT COURT	Pay to the order of Court Reporter LLC, 2316 Help Lane, Richmond, Va 23219		

Print Voucher

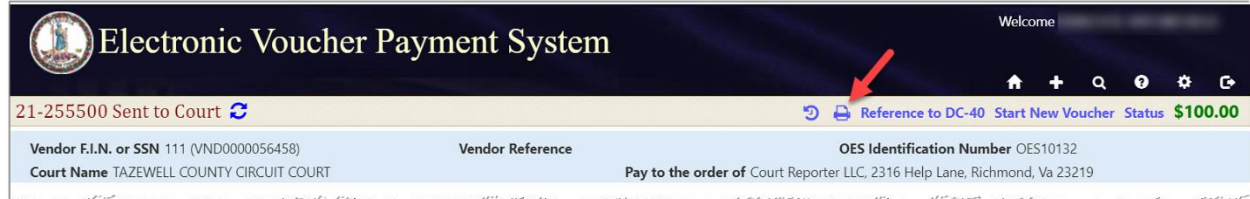
The user may print their voucher using the print icon. The voucher may only be printed once it has been sent to the Court.

The print icon can be found on the dashboard.



Voucher Number	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWEEL COUNTY CIRCUIT COURT v					
21-255499		Sep 7, 2021, 7:39:04 PM	\$0.00		Draft
21-255280	Jun 15, 2021, 12:11:17 PM	Sep 1, 2021, 5:08:47 PM	\$600.00		Sent to Court
21-255401	Sep 1, 2021, 4:05:25 PM	Sep 7, 2021, 3:23:07 PM	\$23,232.32		Sent to Court
21-255471	Sep 1, 2021, 5:17:05 PM	Sep 7, 2021, 3:22:05 PM	\$500.00		Sent to Court
21-255481	Sep 3, 2021, 9:50:59 PM	Sep 6, 2021, 6:05:57 AM	\$110.00	\$110.00	Sent to OES
21-255477	Sep 7, 2021, 3:23:53 PM	Sep 7, 2021, 4:05:12 PM	\$600.00	\$600.00	Sent to OES
21-255500	Sep 7, 2021, 9:13:46 PM	Sep 7, 2021, 9:13:46 PM	\$100.00		Sent to Court
185G - TAZEWEEL ON ESATEST >					

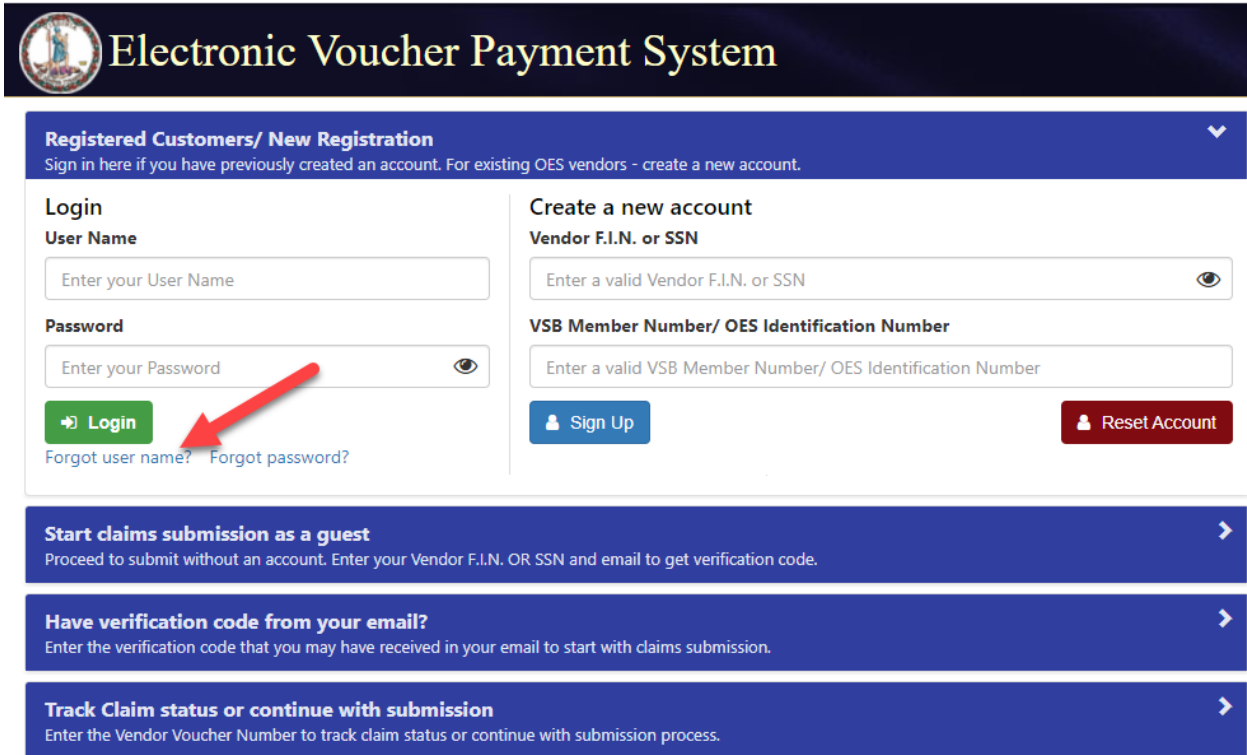
The print icon can also be found on the voucher, itself.



Electronic Voucher Payment System			Welcome
21-255500 Sent to Court			Reference to DC-40 Start New Voucher Status \$100.00
Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor Reference	OES Identification Number OES10132	
Court Name TAZEWEEL COUNTY CIRCUIT COURT	Pay to the order of Court Reporter LLC, 2316 Help Lane, Richmond, Va 23219		

Forgot User Name

If the user does remember their user name, they may select, “Forgot user name?” on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



Electronic Voucher Payment System

Registered Customers/ New Registration
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

Login
User Name
Enter your User Name
Password
Enter your Password
Login
Forgot user name? Forgot password?

Create a new account
Vendor F.I.N. or SSN
Enter a valid Vendor F.I.N. or SSN
VSB Member Number/ OES Identification Number
Enter a valid VSB Member Number/ OES Identification Number
Sign Up **Reset Account**

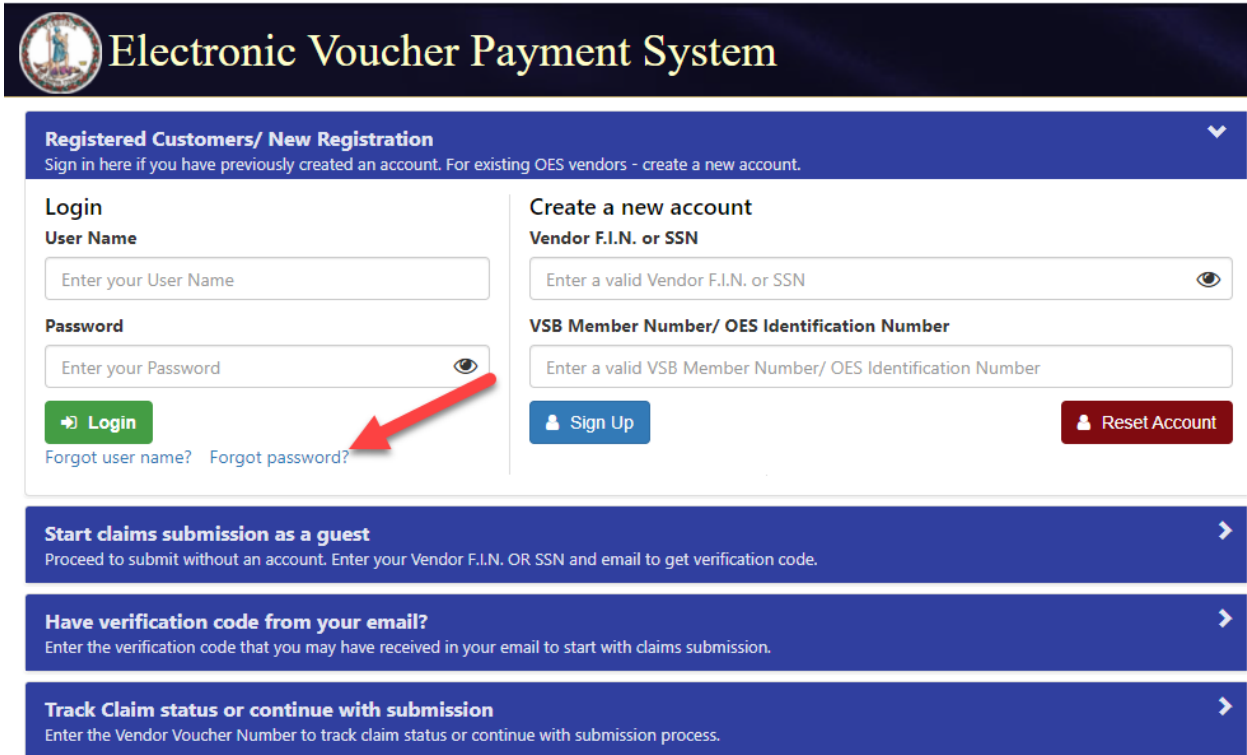
Start claims submission as a guest
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

Have verification code from your email?
Enter the verification code that you may have received in your email to start with claims submission.


Track Claim status or continue with submission
Enter the Vendor Voucher Number to track claim status or continue with submission process.

Forgot Password

If the user does remember their password, they may select, "Forgot password?" on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



Electronic Voucher Payment System


Registered Customers/ New Registration 


Sign in here if you have previously created an account. For existing OES vendors - create a new account.

Login

User Name

Password


 

 **Login**


[Forgot user name?](#) [Forgot password?](#)


Create a new account


Vendor F.I.N. or SSN


VSB Member Number/ OES Identification Number

 **Sign Up**


 **Reset Account**

Start claims submission as a guest 

Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

Have verification code from your email? 

Enter the verification code that you may have received in your email to start with claims submission.

Track Claim status or continue with submission 

Enter the Vendor Voucher Number to track claim status or continue with submission process.

Account Locked/Reset Account

If the user has been locked out of their account, the account will need to be reset. In order to reset the account, the user will need to follow the below steps.

1. The user will enter the Vendor F.I.N. or SSN, OES Identification Number on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>), then select the *Reset Account* button.

Electronic Voucher Payment System

Registered Customers/ New Registration
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

Login
User Name
Enter your User Name
Password
Enter your Password
Login
[Forgot user name?](#) [Forgot password?](#)

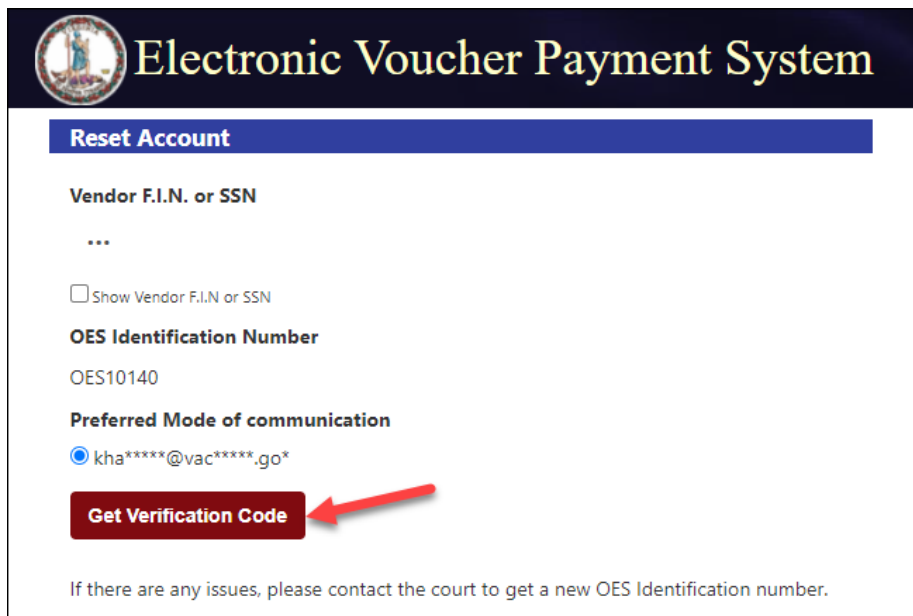
Create a new account
Vendor F.I.N. or SSN
Enter a valid Vendor F.I.N. or SSN
VSB Member Number/ OES Identification Number
Enter a valid VSB Member Number/ OES Identification Number
Sign Up **Reset Account**

Start claims submission as a guest
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

Have verification code from your email?
Enter the verification code that you may have received in your email to start with claims submission.

Track Claim status or continue with submission
Enter the Vendor Voucher Number to track claim status or continue with submission process.

- The user will then select the *Get Verification Code* button.



Electronic Voucher Payment System

Reset Account

Vendor F.I.N. or SSN

...

☐ Show Vendor F.I.N or SSN

OES Identification Number

OES10140

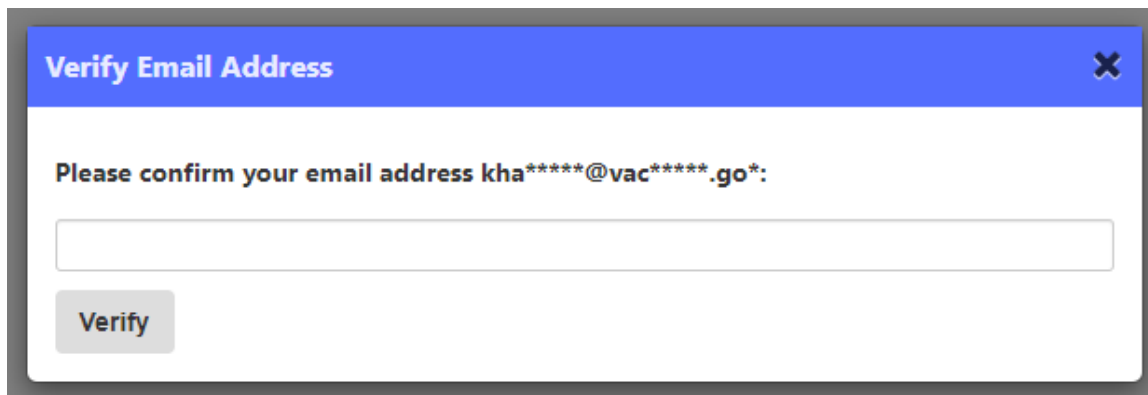
Preferred Mode of communication

☒ kha*****@vac*****.go*

Get Verification Code

If there are any issues, please contact the court to get a new OES Identification number.

- Then the user will enter their email address and select the *Verify* button. An email will be sent to the user with a verification code.




Verify Email Address

Please confirm your email address kha*****@vac*****.go*:

Verify

The email will be from *noReply-EVPS@vacourts.gov*.

Your EVPS Account Reset Request Form Has Been Received

 noReply-EVPS@vacourts.gov
To: Kati Hancock

Your EVPS Account Reset Request Form has been received.

You may begin your submission by completing the following steps:

1. Go to **EVPS** OR,
2. Enter your passcode **915953**, then click Continue.

Be aware that the link and verification code contained in this email expires 10 minutes after its generation.


You will receive an email regarding your account after you have completed the EVPS user verification process.


Regards,
EVPS

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

***** This message is sent from QA Test Server. And is only for testing purpose. Please disregard this message. Destination e-mail addresses have been modified based on the configuration Actual Mail addresses included in the message are: To: khancock@vacourts.gov *****

4. The user will enter their verification code and select the *Continue* button.

 **Electronic Voucher Payment System**

• If the entered data is right, we have sent you a verification code to kha*****@vac*****.go*. 

Reset Account

Vendor F.I.N. or SSN

...

☐ Show Vendor F.I.N or SSN

OES Identification Number

OES10140

Preferred Mode of communication

☒ kha*****@vac*****.go*

Get Verification Code

Verification Code

Continue

If there are any issues, please contact the court to get a new OES Identification number.

5. Lastly, the user will create a new password. The user's user name is displayed.

Reset Password

User Name: K23003

New Password :
New Password is required

Confirm Password :
Confirm new password is required

Submit

For your security, all passwords must meet the following requirements:

- They must be at least 8 characters in length; and
- They must not contain the user's account name; and
- They must use at least 3 of the following 4 characteristics:
 - English upper case letters (A-Z)
 - English lower case letters (a-z)
 - Numbers (0-9)
 - special characters (!@#\$%^&)
- Passwords may not be re-used.

Since the account is being reset, the user will be required to select/answer security questions upon login.

Frequently Asked Questions (FAQ's)

A [link](#) to the *Frequently Asked Questions* can be found at the bottom of the EVPS screen.

Electronic Voucher Payment System

Registered Customers/ New Registration
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

Login
User Name
Enter your User Name
Password
Enter your Password
[Login](#)
[Forgot user name?](#) [Forgot password?](#)

Create a new account
Vendor F.I.N. or SSN
Enter a valid Vendor F.I.N. or SSN
VSB Member Number/ OES Identification Number
Enter a valid VSB Member Number/ OES Identification Number
[Sign Up](#) [Reset Account](#)

Start claims submission as a guest
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

Have verification code from your email?
Enter the verification code that you may have received in your email to start with claims submission.

Track Claim status or continue with submission
Enter the Vendor Voucher Number to track claim status or continue with submission process.

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They can also be found under the *Help* Icon.

